

DEPARTMENT OF LABOR
RESEARCH AND POLICY DIVISION

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

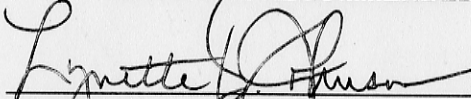
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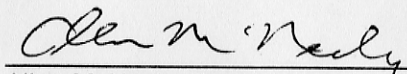
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

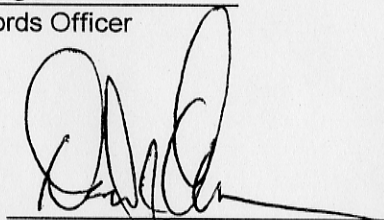
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

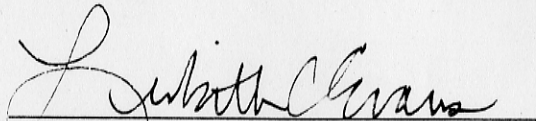

Lynette Johnson, Chief Records Officer
Department of the Labor


Allen McNeely, Director
Research and Policy Division


David J. Olson, Director
Division of Historical Resources

APPROVED


Cherie K. Berry, Commissioner
Department of Labor


Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 31, 2002

JCG

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RESEARCH AND POLICY DIVISION**

Item 36522. CENSUS OF FATAL OCCUPATIONAL INJURIES AND ILLNESSES FILE. Records concerning workers who died on the job. File includes statistical reports, reference copies of autopsy reports, reference copies of death certificates, newspaper articles, reference copies of news releases, and other related records. Decedents' names, ages, genders, and social security numbers; descriptions of events; whether or not death was work related; and other related data are entered into the Federal Census of Fatal Occupational Injuries and Illnesses Database (Electronic) File (Item 36523) and transmitted to the Federal Department of Labor regional office in Atlanta, Georgia. (Comply with applicable provisions of G.S. 130A-389 regarding confidentiality of autopsy reports and 5 USC 552a regarding records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after issuance of news release.

Item 36523. CENSUS OF FATAL OCCUPATIONAL INJURIES AND ILLNESSES DATABASE (ELECTRONIC) FILE. Electronic records concerning workers who died on the job. Decedents' names, ages, genders, and social security numbers; descriptions of events; whether or not death was work related; and other related data are entered into this electronic file. (Comply with applicable Provisions of 5 USC 552a regarding records maintained on individuals.) (File ownership, maintenance, and backup procedures conducted by Federal Department of Labor regional office in Atlanta, Georgia).

DISPOSITION INSTRUCTIONS: Update information in office periodically.

Item 36532. GRANTS FILE. Reference copies of records concerning monies received from federal agencies. File includes grant proposals, award letters, expenditure reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 36535. OCCUPATIONAL INJURY AND ILLNESS PRINTOUTS FILE. Computer printouts generated by the Occupational Safety and Health Administration (OSHA) listing compiled statistical data for occupational injury and illness surveys.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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Item 36536. OCCUPATIONAL INJURY AND ILLNESS SURVEYS FILE. Completed occupational injury and illness survey forms submitted by a sampling of North Carolina's employers. Survey forms list names of establishments, industry codes, total hours worked by all employees, numbers of recordable injuries and illnesses, numbers of fatalities, numbers of lost workday cases, and other related information. Names of establishments, total hours worked by all employees, numbers of lost workday cases and days lost, injury codes, and other related data are entered and transmitted into the Federal Occupational Safety and Health Administration (OSHA) Surveys Database (Electronic) File (Item 36537) and transmitted to the Federal Department of Labor regional office in Atlanta, Georgia. (Comply with applicable provisions of G.S. 95-6 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 36537. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) SURVEYS DATABASE (ELECTRONIC) FILE. Electronic records concerning occupational injury and illness surveys. Names of establishments, total hours worked by all employees, numbers of lost workday cases, injury codes, and other related data are entered into this electronic file. (File ownership, maintenance and backup procedures conducted by Federal Department of Labor, regional office in Atlanta, Georgia.)

DISPOSITION INSTRUCTIONS: Update information in office periodically.

Item 46406 . DIRECTOR'S CORRESPONDENCE FILE. Records in paper and electronic formats concerning correspondence written to and received from the director of the Research and Policy, Division. (File maintenance and backup procedures conducted by Department of Labor, Information Technology Division.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.